Local System Administrator (LSA) Training

Purpose: This training is designed to help school districts prepare for the use of SIMS through discussion of strategies for loading district, school, and student data into the software. **Prior to attending this session, districts should have already come on board with SIMS through their local CESA and have already gone through the steps to access the software, understand data set up, and how to make the software available to anticipated school users.**

Participants: The individual(s) within a district who is identified as the local system administrator should participate. This person should have knowledge of the district's student information and network systems.

Facilitated by: Shawn B., Tammy Biever and Travis Liptow, CESA 6

Content: The training will be offered twice during the 2009-2010 school year via distance learning. LSAs should plan to participate in either the December or February training session listed below. Training will include information about user management and the interface between SIMS and the district's information systems.

Individual District Support (prior to participation in LSA training)

Once the district has made the decision to use SIMS:
- District should contact their local CESA office
- Local CESA will put CESA 6 tech support in contact with the district
- CESA 6 will walk the LSA through the process of accessing SIMS and preparing data for upload

LSA Training

Uploading Data and Managing SIMS
- This is a webinar, large group training
- Sessions are about 2 hours in length
- The purpose of this training is to teach the LSA how to:
    o designate roles, set passwords, designate schools
    o assign staff and students to a school
    o assign content administrator rights
    o assign district administrator rights
    o upload data
    o change logo
    o create flag descriptors
    o create extended profile

Dates of training
- December 10, 2009 1 – 3 p.m.
- February 10, 2010 1 – 3 p.m.